## KINGS COUNTY SUPREME COURT HELP CENTER – ROOM 122C 360 ADAMS STREET BROOKLYN, NY11201

This summary will **BRIEFLY** describe how to file a Request for Judicial Intervention (RJI). It is not intended to be a substitute for legal research or representation. **ANYONE INTERESTED IN BEGINNING A LAWSUIT IS STRONGLY ENCOURAGED TO SEEK LEGAL COUNSEL.THE HELP CENTER CANNOT PROVIDE YOU WITH LEGAL ADVICE OR COMPLETE FORMS ON YOUR BEHALF.** 

## **HOW TO FILE A REQUEST FOR JUDICIAL INTERVENTION (RJI)**

Although a case is commenced in Supreme Court with the filing of a summons and complaint or petition and notice of petition with the County Clerk, the case is not in the court system, nor is it scheduled to be heard before a Justice. A Request for Judicial Intervention (RJI) must be filed with the County Clerk (Room 189). Filing the RJI (\$95) and then submitting the papers with proof of service to the appropriate office in the Supreme Court, Civil Term (Motion Support or the Ex Parte Office) is required in order to calendar the case for an appearance before the court.

A special proceeding, because of its particular nature, will have to be calendared promptly. Therefore, an RJI is usually filed at the time the index number is purchased. The commencement of a civil action with summons and complaint will not require immediate filing of the RJI, unless there is a request for urgent relief, which would require an Order to Show Cause to be filed, making the RJI filing necessary at the same time. If a motion is being made by either party, for example a plaintiff's motion for default judgment if the defendant has not answered timely, or a defendant's motion to dismiss the complaint, the party filing the motion would be the one to file the RJI. Otherwise normally, the RJI is filed when the motion is being made for a preliminary conference by either party. See THE DISCOVERY PROCESS information available in the Help Center.

Once the RJI form is completed and filed, the stamped RJI form from the County Clerk, must be attached to the initial motion papers or special proceeding forms and served on the adverse party. Within 5 days of service, the papers with affidavit of service are brought to the Motion Support Office (Room 227) for the matter to be calendared. When an order to show cause is being filed, the forms and stamped RJI form is submitted in the Ex Parte Office (Room 295). Once signed by the court, the papers are served on the adverse party and the affidavit of service is submitted directly to the court on the return date.

AN RJI IS ONLY FILED ONCE ON A CASE, HOWEVER, EACH MOTION OR ORDER TO SHOW CAUSE REQUIRES A FILING FEE OF \$45 PAYABLE TO THE COUNTY CLERK.

REV. 11/2021



UCS-840 [rev. 07/29/2019]

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